

**Chickasaw National Recreation Area
Sulphur, Oklahoma**

Guide to Obtaining Special Park Use Permits

Introduction

Many requests are received from a variety of individuals and groups wanting to use Chickasaw National Recreation Area for an assortment of activities and/or events.

“The National Park Service (NPS) may permit a special park use if the proposed activity:

- Will not conflict with law or policy (including the park’s enabling legislation);
- Will not, as judged by the Superintendent, cause derogation of the park’s resources or values, visitor experiences, or the purpose for which the park was established, unless directly and specifically authorized by federal law;
- Will not likely present a threat of illness, personal injury, or property damage; and
- Will not unduly interfere with normal park operations, resource protection, or visitor use.”

“A special park use is a short-term activity that takes place in a park area and:

- Provides a benefit to an individual, group or organization, rather than the public at large;
- Requires written authorization and some degree of management control from the NPS in order to protect park resources and the public interest;
- Is not prohibited by law or regulation; and
- Is neither initiated, sponsored, nor conducted by the NPS.”

Director’s Order 53 Special Park Use Guidelines

Each special use permit request will be thoroughly reviewed to insure all legal and compliance issues are addressed.

Who may apply for a special use permit?

Any individual, group, society, or organization may apply for a special use permit. Caterers and other commercial business ***may not apply*** on behalf of individuals, groups, societies, or organizations. The applicant for the permit must assume full responsibility and liability for the special park use.

How do I request a special park use permit?

Requests for special park use permits must be made in writing to the Chickasaw National Recreation Area, Superintendent prior to the planned event. Please return the attached application form to request a permit as soon as possible. Be sure to include your Tax I.D. # or Social Security Number with your application, since we cannot process or issue a permit without one. All questions should be answered as accurately and completely as possible. This will assist the park in determining the appropriateness of the planned activities and help to estimate NPS cost (if any) incurred in managing, facilitating, or supporting the use. Reservations for the pavilions may be made anytime during the current calendar year. There is a \$30.00 non-refundable fee to reserve the pavilions, and it must be paid within 10 days of the issuance of the special use permit, otherwise the reservation will be cancelled.

Following receipt of an application for a special use permit, an evaluation will be made of the requested activity. Denials will be communicated in writing.

If the requested activity is to be permitted, a Special Use Permit, outlining terms and conditions (as listed below) governing the special use, NPS and/or park cost information, insurance requirements, and payment instructions will be completed and sent to the applicant.

Conditions of Permit

1. The permittee shall exercise the privilege of a permit subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
2. Damages – The permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.

3. Benefit – No member of Congress shall be admitted to any share or part of this permit or to any benefit that may arise there from: but this provision shall not be construed to extend to this grant if made with a corporation for its general benefit.
4. Assignment – This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. Revocation – This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].
7. Permittee will comply with applicable public health and sanitation standards and codes.
8. This agreement is made upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits, or losses however occurring or damages growing out of the same.
9. Permission to hold a special event in a given area does not in any way restrict other visitors from using the area. General visitor use should be anticipated in the area of your service/activity.
10. “The NPS places significant restrictions on the sale of items in connection with a special event. The sale of food is allowed only when the sale: (1) does not conflict with the activities of an NPS concession, (2) is managed under a permit, and (3) conducted in compliance with Director’s Order #83: Public Health.” DO-53 Special Park Use Guideline *prohibits* the sale in Chickasaw National Recreation Area of T-shirts and other clothing, whether or not it contains a message.
11. Reservations may be made for services during the current calendar year only, January 1st through December 31st.
12. Vehicles may not be driven into grassy areas or parked on roadways. Park only in parking lots and authorized areas.
13. Parking limits and carrying capacities at:
Veterans Lake Pavilion – 16 parking spaces by pavilion; 80 participants*
Bromide Pavilion – 20 parking spaces; 100 participants*
Lincoln Bridge – 20 parking spaces; 100 participants*
Vendome Well – 48 parking spaces; 240 participants*
14. “Reunion Posts” are provided for directing guests to an event. They are located in the Lincoln Bridge area. Do not post signs on any other National Park Service signs.
15. The area east of the Travertine Nature Center (Antelope and Buffalo Springs Area) is closed to special events.
16. Only non-electrical musical instruments or battery-powered tape players and/or public address systems (less than 90 decibels) will be allowed for special events.
17. Tents, tables, or other furnishings may be brought to the site up to two (2) hours before and must be removed one (1) hour after the special event.
18. All decorations, flowers, and other items taken to the site must be removed immediately after use.
19. A National Park is sanctuary for all living things. Flowers and other plants may not be disturbed. Horn honking, tying tin cans to vehicles or other similar activities are not permitted within park boundaries. Distribution of rice and/or birdseed and the release of balloons, birds, butterflies, etc. are prohibited in the recreation area.
20. Only one fishing tournament will be allowed each day. Between June 20th and September 15th, adherence to Oklahoma Department of Wildlife Conservation bulletin on “Fish Care Guidelines for Tournament Anglers: Keeping Bass Healthy in the Live Well” will be required.
21. Conveyances for hayrides must be street legal with head and taillights, turn signals, brake lights. The use of “native” hay is highly recommended. Do not dispose of hay in the recreation area.

*Based on five participants per vehicle

National Park Service
Chickasaw National Recreation Area
1008 W. 2nd Street
Sulphur, OK 73086
Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you **may** be required to provide proof of liability insurance.)

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:
Description of Proposed Activity (attach diagram):	

Requested Location: _____
Date (s): _____

Event set up will begin	Event will begin	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment) _____

Support Personnel (contractors, etc. including addresses and telephones) _____

Individual in charge of event on site (include address, telephone and cell phone numbers): _____

Is this an exercise of First Amendment Rights?	Y	Y
Are you familiar with/ have you visited the requested area?	Y	Y
Do you plan to advertise or issue a press release?	Y	Y
Will you distribute printed material?	Y	Y
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(if yes explain on separate sheet)	Y	Y

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$30.00 made payable to: **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed:*

Chickasaw National Recreation Area
Permit Coordinator
National Park Service
1008 W. 2nd Street
Sulphur, OK 73086
Phone (580) 622-3161

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240